



Foreign Affairs Handbook

5 FAH-1 – Correspondence Handbook

Transmittal Letter: CH-2

Date: May 30, 1998

VOLUME ISSUANCE

MAJOR CHANGES

1. This is a complete rewrite and replaces the handbook issued under Transmittal Letter CH-1 dated September 30, 1993.

2. New procedures have been added for marking classified information and Sensitive But Unclassified (SBU) material.

3. This handbook also presents new procedures for using the "Official Informal" caption, drafting SBU telegrams, and submitting telegrams on a diskette for transmission.

4. Please note that this volume is regulatory, and carries the same weight as the Foreign Affairs Manual.

5. Revisions after this update will appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

6. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Remove and destroy the text of 5 FAH-1 including exhibits (issued under TL:CH-1, dated 09-30-93; 241 pages total) and replace it with the attached handbook, 321 pages.

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:CH-2, and initial. The order from the front of the Handbook should be:

- (a) Volume Title Page;
- (b) Volume Table of Contents;
- (c) TL Checklist;
- (d) TL: CH-2 and CH-1;

- (e) Volume Introduction; and
- (f) Chapters H-100 through H-1000, with exhibits following their relevant subchapters.

DISTRIBUTION NOTICE

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2. All posts and offices keeping paper versions of *Foreign Affairs Handbooks* are responsible for maintaining their FAHs on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PB, Room 1853, (202) 736-7470, FAX (202) 647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to M/IRM/AP/IAP/RG, who may be reached at (703) 235-4275.

(IRM/AP/IAP/RG)